



Position Title: Conservation Education Specialist—Adult Education
Deadline: March 31, 2023, or until filled
Start Date: April 2023
Location: TWA HQ, New Braunfels, TX (ideal); Remote location (possible)
Term: Year-round
Salary: Commensurate with experience, plus benefits (first six months probationary)
Supervisor: Director of Conservation

General Position Description:

The Conservation Education Specialist will work with TWA partners, supporters, and volunteers to accomplish conservation and engagement field days, workshops and events across Texas. S/He will be highly energetic, adaptable, relationship-oriented, and a results-driven team player who engages volunteers, members and varied partners in development and execution of events, adult field days, volunteer days, and workshops. The Conservation Education Specialist will also help train and build the capacity and diversity of volunteers and local leaders and serve as a vital link in bringing TWA’s conservation and landowner-focused efforts to the state.

Adult Programs Responsibilities:

- Work with partners to assess, develop, and implement landowner technical assistance workshops, field days, conferences, etc. that support wildlife and habitat conservation across the state. Special emphasis will be made to the Small Acreage Big - Opportunity Initiative. The goal of the program is to develop with partners a new approach that identifies the management needs and concerns that are specific to small acreage properties and provide appropriate resources to small-acreage landowners.
- Work to grow and expand a new partner initiative titled “Grazing Matters” whose goal is to create a digital networking site that works to bring conservation-conscious landowners and producers together.
- Assisting in and supporting fundraising initiatives of Texas Wildlife Association Foundation, Inc. (TWAF).

Department Responsibilities:

- Engaging in volunteer recruitment, training, and coordination associated with adult and youth efforts.
- Coordinate with the Conservation Legacy team to plan, budget and manage day-to-day operations to include registration and records, volunteer recruiting and management, fundraising and grant reporting, communications, publicity, promotions, and partner relations.
- Network and establish professional connections with members of the media, conservation organizations, outdoor industries, landowners, government agencies, and individuals to promote TWA programs, and provide a highly visible, clear perception to the general public about our mission, philosophy, and values.
- Engage TWA members, landowners, organizations, agencies, volunteers, and groups with common interests as sponsors, cooperators, and participants in educational programs.
- Accomplishing the youth and adult educational goals and objectives as part of education programs and special events, aligned with the TWA mission.

Minimum Qualification Requirements:

Education: Bachelor’s degree from accredited college or university natural resources related field or biological science education; Master’s degree preferred.

Preferred Experience:

- Knowledge of natural resources, natural resource issues, native plant and wildlife species, and human/wildlife dimensions.
- Strong commitment to conservation.

- 4+ years' experience developing and implementing workshops, field events, and volunteer programs tailored toward biological and/or natural resource education.
- Experience coordinating field-based trainings with other natural resource professionals.
- Experience with both adult and youth programming or education.
- Experience recruiting, training and engaging with volunteers.
- Experience working with diverse audiences.
- Experience in range and habitat restoration not required but a plus.
- Experience operating farm and ranch equipment not required but a plus.
- Experience with computers and software (i.e., Microsoft Word, Excel, PowerPoint, Teams, Zoom. etc.)

Knowledge, Skills and Abilities:

- Knowledge of natural resources, hunting, conservation, native species, human/wildlife dimensions, natural resource education, and youth development.
- Excellent leadership and interpersonal skills.
- Strong problem solving skills, including ability to respond quickly and effectively to unforeseen challenges.
- Skill, initiative, and motivation to work with Texas landowners, educators, hunters, and businesses in unsupervised situations.
- Skilled in delivering effective and professional written communications and oral presentations to corporations, educators, landowners, youth and general public, and the ability to build consensus amongst a wide range of individuals.
- Skill in business and/or office management, records maintenance and data reporting, and general planning and budgeting.
- Skilled in the utilization of the Microsoft Suite (Word, PowerPoint, Excel, Outlook, Publisher, and Teams), Adobe Acrobat, and social media.
- Ability to be a 'self-starter' and work both independently and in a team-oriented collaborative environment, and exercise initiative in accomplishing tasks.
- Ability to efficiently execute a detailed multi-step project, as well as organize and complete multiple tasks simultaneously with minimal supervision.
- Ability to demonstrate good work habits including being reliable, punctual, efficient and able to follow instructions and meet deadlines.
- Ability and willingness to travel and work nonstandard hours, e.g., evenings and weekends.
- In general, ability to assist with all of TWA/TWAF's educational opportunities in a team and family oriented, cooperative spirit toward all involved.

Working Conditions:

- Full time, based out of TWA Headquarters, New Braunfels, TX (ideal); Remote location (possible)
- Variable working hours including evenings and weekends.
- Frequent travel to activities and events
- Medical, dental, and vision benefits provided or available, as well as 401(k) and life insurance.
- Business travel and program supply expenses will be reimbursed with proper documentation.

Additional Requirements:

- Resume and list of three (3) references must be submitted.
- Must possess or be able to obtain a Texas class "C" vehicle operator's license.
- Some skills evaluations and personality profiles may be administered as well as background check.
- At will employment letter must be signed.

SEND LETTER OF APPLICATION AND RESUME TO: Andrew Earl, Texas Wildlife Association, 6644 FM 1102, New Braunfels TX 78132 | aearl@texas-wildlife.org | Phone: 210-826-2904